

IT NOW

STATE OF NEBRASKA - OCIO



Edited by Tami Rupe

*An internal
employee newsletter
for the
Office of the Chief
Information Officer.*

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Past newsletters can be
found at the OCIO SharePoint site:
[https://portal.nebraska.gov/ocio/
Documents/Forms/AllItems.aspx](https://portal.nebraska.gov/ocio/Documents/Forms/AllItems.aspx)



*Every month we will highlight an employee with
several years of State Service.*

Beverlee grew up in Talmage, Nebraska and was in the last graduating class from Talmage High School. After graduation, she moved to Lincoln to start her job search. Through a relative, Bev was introduced to the Data Entry Supervisor who asked her to apply with the State to be a Key Punch Operator. She wasn't sure what that entailed but was told if she enjoyed typing, she'd love the job. And she did, since typing was Beverlee's favorite subject.

Bev started in the Data Entry area in 1969 performing data entry using key punch cards and verifying them for errors. After a year, she moved to the tracking area where she checked in/out the work from other state agencies. A highlight of her time there was helping to test the first online application for drug claims with Health and Human Services.

Next, Beverlee moved to Operations to work with Ray Essink. She checked in the cards from Data Entry for the production jobs and checked out the reports that were produced for the other state agencies. Her following move was to the Data Processing reception desk where Beverlee performed general office duties and then worked a few years as the Payroll Clerk.

In 1976, Bev helped Jim Pritchard set up the Education and Training Center for Data Processing. After a year, she moved to the HIE area as a COBOL Programmer. The HIE



Beverlee being honored by Governor Heineman in 2008 for her 40-year Anniversary recognition.

group worked with Health, Institutions, Education and Corrections. Her main focus was on the Vocational Rehabilitation system for the Department of Education. In 1993, Bev's work moved to the Department of Education for five years where she continued to focus on the Vocational Rehab system.

Returning to IMServices in 1998, she became a member of the MMIS (Medicaid Management Information Systems) group working with Health and Human Services. Her first assignment was assisting Judy Davidson-Whitehead with the Apercus personality testing of the employees. It consisted of seven different personality tests that highlighted the differences in people and how they performed their duties. Bev remains in this area today performing programming and analysis on the MMIS as a member of the Production Support Team.

Beverlee has been married to Kevin Keller for 36 years. They have a son, Kyle, who has an 8-year-old daughter, Jady, that lives in Bangor, Michigan. Their daughter, Shelli, lives in West Des Moines. Beverlee's hobbies include NASCAR, cake decorating and running in Half Marathons with her husband. Since 2002, they have completed 35 races, many in other states.

? ASK Brenda ?

Q: It has been noticed that the break rooms on 3rd and 4th floors are in clean condition but the 2nd floor is not. The sink and counter tops are dirty and dishes are usually left in a drainer. After cleaning a plate, etc., food has been left in the sink. This gives the appearance of a home kitchen. Is the break room supposed to look like a kitchen?

A: I use the break room on the 4th floor regularly and I can tell you that there are times where the 4th floor could be described about the same way!! ☺ We all need to remember that the break rooms are **NOT** our **personal** kitchens. As the saying goes, your mother does not work here! We all need to be respectful of the fact that we share this space. Dishes need to be washed, dried and put away after use – not left in a drainer. Sinks should be cleaned out and wiped down with a paper towel when you are finished cleaning up your plates (REMEMBER – we do not have garbage disposals in the sinks in this building). The counters also should be wiped down. Frankly, I don't believe that anyone in this organization is too busy to spend the time cleaning up the area they used in a break room after preparing any type of food or drink. Thanks - Brenda



Q: I have a question, which may really be for DAS, but I'll try it here first. With HSA (Health Savings Accounts) nowadays, most companies – even those that USE the same provider as we do – get 'credit card' style cards for members to access their accounts. The member just uses it to pay for covered expenses – no saving receipts, scanning documents into PDFs, uploading or mailing claims. It is an option through our provider, as I've seen information on it on their website when I'm going through the process of scanning, filling out forms and uploading documents to get reimbursed. These cards are handy and make it MUCH easier for the employee to access their money. Why can't the State of Nebraska provide this benefit/option?



A: You are correct – this is a question for Employee Benefits. But what a great idea!! I will forward this. If you would like to follow up on your question, please contact Roger Wilson at Central Finance. Thanks – Brenda

Q: A couple of years ago, there were budget cuts and the daily cleaning people were let go. Is there any talk about getting a daily cleaning person back in to our building? The areas I see of concern are restrooms in general—floors, walls, countertops and garbage. The floors need to be vacuumed better and stains cleaned. The stairwells could also use regular cleaning and dusting.

A: We may never be able to get back to a daily cleaning person. However, I learned something this week that may make a difference. It appears that the contract still allows for periodic stripping and waxing of restrooms, shampooing of carpets and other items. It just is not done unless the agency asks!! So I have asked for this to be done for the 501 Building. We will also ask about getting the stairwells cleaned again. Some of this is apparently on us to remember to ask once a year. We are attempting to take steps to get some of this periodic maintenance scheduled. Thanks for asking - Brenda

Q: I have a question about my annual performance evaluation. What process is in place to make the supervisors give them back to the employees? I was asked by you to complete my portion of the annual performance evaluation over a year ago and spent a significant amount of time thinking it through and writing my portion with all the tasks I had accomplished over the year. Then I never heard another word about it again from my supervisor. Now that it is due again this year, why should I spend time on it if my supervisor never even reads it or completes his/her portion of the evaluation?

A: We really want to make the annual performance evaluations a valuable resource for employees and as such I have sent out notes asking people to get them started and to their supervisors to keep them moving if I see they are stalled. We have run into a couple of issues where PE's aren't routing correctly and therefore supervisors may not know that it is waiting for them. We also have had some changes in personnel where a supervisor changed and the new person has not been put in the chain so the PE has fallen off the list. Finally, we lost Judy Davidson-Whitehead who "prodded" everyone all the way through the process to get their piece done and we have no one doing that job/duty right now. This may sound like excuses, and I don't intend it to be that at all. I feel pretty strongly that these evaluations be done in a timely manner. DAS is currently rolling out a new system that will be used statewide starting in January 2013. That system will have automated notices and will key off of your NIS/Workday employee information. If you would like to call me or come and see me about your evaluation from this year, please feel free to do that and I will track it down to see where it is in the system and get it moving. Thanks - Brenda



Charitable Giving Campaign Results

In the September edition of IT NOW, we printed the results of the "501 Building Coin War", a new contest designed to increase our contribution to the Charitable Giving Campaign. The third floor won earning donuts from Brenda. The total amount earned by OCIO for the "General Fund" was \$2,712.73.

To refresh your memory, the State Advisory Board, responsible for the Nebraska State Employee Charitable Giving Campaign, divided up the state agencies into five teams for tracking pledges and number of donors called the Governor's Challenge. The OCIO is on Team Five with Brenda Decker as the coach for the second year. The goal was to increase the number of employees participating in the program by 10%.

Brenda would like to say **THANK YOU** to everyone that participated in the campaign. Because of all your hard work, energy, creativity and dedication....The State had a record setting year for Charitable Giving!

The grand total for the campaign hit \$522,619.16 with over 4,000 givers!

On September 18th, the Governor held a press conference featuring Charitable Giving and thanking State Employees for their hard work. The 2012 totals came in at a 19% increase from 2011. This is the first time the State Campaign has raised over \$500,000. Since 2003, the State's campaign has raised more than \$3.5 million dollars to support more than 400 charitable organizations throughout Nebraska. Please visit the following link for more information: http://www.governor.nebraska.govnews/2012/09/18/charitable_giving.html

Shown below is a breakout of how the Five Teams fared. Please note that Game & Parks participated but did not get added into a team and that money is still coming in for all groups!

2012 Governor's Charitable Giving Challenge Current Standings:

Teams	Pledge	Donors
Team One: Coach Robert Houston	\$ 62,735.97	614
Team Two: Coach Randy Peters	\$ 72,998.39	647
Team Three: Coach John Munn	\$ 84,862.07	552
Team Four: Coach Dr. Joann Schaefer	\$ 132,875.83	1,033
Team Five: Coach Brenda Decker	\$ 92,462.78	647
TOTALS	\$ 445,935.04	3,493

We are excited to announce that Team Five won two **Awards** this year! With a per capita total pledge amount of \$47.42 per employee, Team Five won this year's **Champion of Dollars!** In addition, our overall participation this year for Team Five was 32% earning us the **Champion of Givers** Award! See photos.



A special award was presented to Gloria Esquivel as one of the MVP's for Team Five of the Governor's Charitable Giving Campaign! Governor Heineman presented Gloria with her award at the Charitable Giving Campaign Governor's Recognition Picnic on September 14th for recognition of all her hard work with the campaign.



The table below shows which agencies make up Team Five and how OCIO fared in comparison:

TEAM FIVE	2012	
	Pledge	Donors
Office of the Chief Information Officer	\$ 21,405.08	137
AS - Budget	\$ 1,122.54	10
Department of Agriculture	\$ 5,016.00	42
Department of Economic Development	\$ 4,093.12	29
Educational Telecommunications Commission	\$ 3,025.00	14
Department of Environmental Quality	\$ 7,691.00	35
Department of Insurance	\$ 9,458.00	59
Department of Labor	\$ 9,441.16	101
Military Department	\$ 6,913.08	41
Department of Natural Resources	\$ 5,222.00	28
Nebraska Commission on Law Enforcement & Criminal Justice	\$ 1,095.00	12
Department of Revenue	\$ 17,980.80	139
Team Five Total	\$ 92,462.78	647

Thank you for all you did to make this campaign a success!!!!

Cyber Security NEWS

CREATING A SECURE PASSWORD

Your password is more than just a key to your computer or online account. It is a gateway to all of your important information. If your password falls into the wrong hands, a cyber criminal can impersonate you online, access your bank or credit card accounts, sign your name to online services, engage in financial transactions, or change your account information.

Unfortunately, many users are still not using strong passwords. In most cases, people simply use their pet's name or their birth date -- information that can be easily found online.

How to Create Secure Passwords:

Cyber criminals have developed programs that automate the ability to guess your passwords. To protect yourself, passwords must be difficult for others to guess but at the same time easy for you to remember. Here are some recommendations:

- Passwords should have at least eight characters and include upper case and lowercase letters, numbers and symbols.
- Avoid words and proper names, regardless of language. Hackers use programs that try every word in a dictionary.
- Don't use personal information -- your name, your child's name, birthdates, etc. that someone might already know or easily obtain.
- Change passwords at least every 60 days. If you believe your system has been compromised, change your passwords immediately.
- Use different passwords for each account you have.
- Make your work passwords different from your personal passwords.

Protecting Your Passwords:

- **DO NOT** write down your passwords. If you need to remember your passwords, write down a hint to a password. Store the hint in a safe place away from your computer.
- Do not share your password with anyone.
- Do not reveal your password on surveys, questionnaires or security forms.
- Decline the "Remember Password" feature in browsers.
- Always remember to logout when using a public computer.
- If you need a utility to store your passwords, an "electronic vault" may be a viable option.
- At work, follow your organization's password policy.

What are Secret Questions?

Knowledge-based authentication or the use of "Secret Questions" helps computer users access their accounts when they forget their password. The questions are often designed as easy-to-remember "prompts" that only the authorized user should be able to answer.

They are a backup to your password. Most systems have pre-populated questions such as "What is your mother's maiden name? What is the name of your first pet? What is your favorite color?" While these systems are a great convenience for the end user, they are very weak from a security perspective.

What are the security concerns with using Secret Questions?

There is a limited pool of secret questions that most Knowledge-Based Authentication systems use and many of the questions have a limited amount of potential responses, such as "What is your favorite color?" If someone researches you, they could gain unauthorized access to your account. Users need to be aware that there is a tremendous amount of information available about them, not only through Internet search engines, but also social networking profiles and other sources.

What can be done to make Secret Questions more secure?

As with the design of a regular password, the responses to secret questions should be something that is hard to guess, but easy to remember. Users are encouraged to not provide the technically correct response to the question. The response to a secret question is in effect a password and thus should have the same protections. There are many ways to code your response.

Some examples are:

1. Begin and/or end each response with a number, capital letter or special character. For example, the response to your mother's maiden name of "Smith" would be "44Smith!" OR Insert a number and special character in the middle of the word. In this example the response to your mother's maiden name of "Smith" would be "Smi44!th."
2. Provide answers that do not correspond to the question. For example, a user may use the name of a city as the response for "mother's maiden name."
3. Use the question itself to create an easy-to-remember passphrase. By combining the main part of the question with one of your favorite catchwords, you can create a passphrase they can remember. If the question is asking for your favorite sports team, you can combine "Sports Team" from the question and combine it with a phrase from your favorite show, such as "CSI." Their answer is, "Sports Team CSI."
4. Follow best practices for strong passwords when developing your responses, such as making it at least 8 characters long and using numbers, upper and lower case letters, and special characters. Thus a hacker won't potentially have access to other accounts if one is compromised.
5. As with passwords, do not share the responses to your Secret Questions, or your code, with anyone.

For more information on the Cyber Security department, view their webpage at <http://cio.ne.gov/cybersecurity/>. This article taken from the April 2012 newsletter at <http://msisac.cisecurity.org/newsletters>.

Made A Difference Awards



SUSAN DODDS: For providing friendly and prompt customer service to the Office of the Capitol Commission. The agency was in dire need of cellular equipment for one of their employees. Susan was able to have the equipment ordered and delivered to the customer within a week's time.

TRACY ROCOLE: For his quick response and assistance to DHHS request for an internet monitoring report. He was acknowledged as being extremely helpful on a new product the OCIO has started using.



KATHY CHRISTIANCY: For her customer service, expertise and assistance to the Nebraska Court of Appeals with the development of the agency's SharePoint site. As a result of the SharePoint site, the Court is able to handle internal matters much more efficiently than in the past. Kathy demonstrated SharePoint's capabilities in a manner that was understandable and in turn teachable to other agency users.



SAM FIFER: For his expertise and guidance to the Building Division with their internal project to develop a brand new Building Division website. The division has been pleased with his efforts and his mentoring style as the division continues to complete development over the next few months.



2012 Years of Service Ceremonies

The 2012 Employee Years of Service Recognition Ceremonies will be held on **Thursday, October 18, 2012** at the Warner Legislative Chambers in the Capitol at the following times based on the years of service.

9:15 a.m.	10 Years of Service
10:15 a.m.	15 Years of Service
11:15 a.m.	20 Years of Service
1:30 p.m.	30, 35, 40, 45, 50 Years of Service
3:30 p.m.	25 Years of Service

*CONGRATULATIONS
TO ALL OF YOU!*

Last Name	First Name	Years of Service
Beckmann	Brad C	15
Boley	Sandra J	15
Boucher	LaVetta L	45
Carlson	Cameron J	30
Connell	Zale	35
Dieckmann	Arthur R	40
Fangmeier	Dale H	15
Fifer	Philip S	10
Hansen	Lee A	40
Hanson	Lois A	15
Kleve	Kristin M	20
Kolm	Melissa	10
Loga	Tammy	15
Lupher	Fred C	35
May	Irene M	15
Olson	Michael P	20
Rasmussen	David M	20
SaBell	Keo F	15
Schmid	Shawn J	15
Schmidt	Stanley R	40
Schock	Steven K	35
Searls	Tyson	10
Spaulding	Donald	25
Sperling	Randall L	40
Thonen	Keith	25
Vanderweijden	Prosperius J	10
VanSlyke	Leon F	45
Weekly	Andy	15
Whisler	Michael B	30
Wyrick	Tod C	15
Zarek	Ronda S	20



OCTOBER 1st

OCTOBER 2nd

OCTOBER 4th

OCTOBER 5th

OCTOBER 7th

OCTOBER 8th

OCTOBER 12th

OCTOBER 14th

OCTOBER 18th

OCTOBER 19th

OCTOBER 26th

OCTOBER 28th

Anne Byers

Randy Sperling

Lee VanSlyke

Matt Koerber

Kevin Mattson

Karen Sarnecki

Shawn Schmid

Melissa Kolm

Ryan McMaster

Sandra Boley

Fred Lupher

Denice Baum

Kevin Keller

Sherry Linnerson

Dotty Smith

Tod Wyrick

BLAST from the **PAST**



We have dusted off an old picture from the OCIO archives. Can you guess who this is? Look for the answer in the November issue. Last month's answer is on page 8.

EMPLOYEE

NEWS CENTER

FAMILY



Tami Rupe is very excited to announce the birth of her first grandchild to her oldest son, Stephen, and his wife, Meghann. Brooks William Schellpeper was born on September 11th at 3:04 pm. He weighed 8 lbs. 14 oz. and was 21" long.

This photo was taken by daddy as a joke to show off Brooks' new Sponge Bob fishing pole that he received as a gift from his Great Grandparents. No worries—the baby is still on breast milk!

Ben and **Vicki McElroy** are proud to announce that their oldest nephew, Brandon L. Covert, graduated from Army basics/boot camp on September 27th. He is currently stationed at Ft. Leonard Wood, Missouri. Brandon was a squad leader and earned high awards in the shooting range. He will continue with more training to be a Chemical Specialist.



NEBRASKA Administrative Services

- ◆ This year's Director's picnic on Friday, September 7th, was a carnival theme. After a quick venue change to the dock, the picnic took on a carnival atmosphere. There were games ranging from a Dum Dum Tree to a Duck Pond to a Toilet Paper Toss into a Toilet Bowl. There was something for everyone including food and cotton candy. Thank you to everyone who helped make the Carnival a huge success.

The winners of the games included:

Dick Schumlen, Pauline Schmidt, David McGuire, Lauren Dyer, Craig Thelen, Laurie Schlitt and Gary Bush

The winner of the Nook Color door prize was **Juli Jurgens** of OCIO.

- ◆ Karen Gray is joining the Human Resource team on October 1st. Her primary function will be recruitment and hiring. Karen has previously worked at State Personnel, but also brings many years of private sector recruiting and staffing experience to us.

- ◆ A new performance management system is going live on October 1st. This is accessed through the [LINK](#) site in the EDC (Employee Development Center). State Personnel will be sending out an email to all state employees next week; however, Human Resources will be working with agency employees, managers, and supervisors to implement the system. More information from Human Resources regarding system roll-out will be forthcoming.
- ◆ Spots are still open for the Fall 2012 Financial Management and Retirement Planning Seminars. The Financial Management Seminar is on November 15th in Lincoln for plan members who are under age 50. The Retirement Planning Seminar is on October 3rd and 4th in Lincoln for members age 50 and over. The fee is \$20 per person for plan members and one guest. Click [HERE](#) for an enrollment form or call 402-471-2053.
- ◆ Flu shots are now available for State employees, their spouses and eligible dependents ages 19-25. You must use the online [scheduler](#) to reserve a time for your shot at least 7 days in advance. Go to the log in tab in the upper right corner. User name: state. Password: State2012. Click [here](#) to see the Lincoln and Omaha Flu Shot Schedule and locations.



Babies, Babies!

The relatively unknown Gardami Tribe had a rather strange law restricting the size of families. Each married couple was expected to continue having children until they had either one child of each sex or a total of four children.

What was the average (mean) number of children born to each couple? (Assume that they kept to the law and that each couple had the maximum permitted by the law.)

Hint:

Start by listing the possible families and determine the probability of each. e.g. Male-Male-Female-STOP. $P(MMF) = (0.5)^3 = 0.125$

A probability tree will help, for those who know how to construct one.

E-mail your answer to tami.rupe@nebraska.gov. Winners' names will be published in the November newsletter. October Winners: Tom Rolfes, Jason Schnell, Srikant Jangala, Renee Bramhall, Richard Burns, Cory Simmons and Rod Wiles.

Answer: The German sits in his GREEN House, smoking his Prince cigars, drinking coffee and watching his FISH.

BLAST from the PAST

SEPTEMBER ANSWER:

The photo is Brenda Decker in the Fall of 1980 working on mailing out one of the first Division of Communications telecomm billings – separating greenbar paper by agency!!



OCTOBER State Service Anniversaries

45 YEARS	LaVetta Boucher
39 YEARS	Cindy Kauk
36 YEARS	Sue Volkmer
28 YEARS	Ed Hively
15 YEARS	Lois Hanson
11 YEARS	Dan Ward

Rock's Ridge 5K Mud Run Zombie Style

YOU vs. The WILD

Use your skills and your will to survive against our tough trail. Yes, there are obstacles. BEWARE– the WILD will challenge you physically and mentally.

Zombie vs. The WILD

Before you attack The WILD, enter our "Best Zombie" costume contest.

Registration: \$45/Team after October 1st thru day of event

Prizes: Male and Female race finishers for 1st, 2nd, & 3rd place. "Best Zombie" Costume will be awarded. Pictures and results will be posted on our Facebook page.

Start Time: 10:00 a.m.

You may arrive as early as 8:30am. Early arrival is suggested if participant packet was not picked up prior to event day.

Where: 17320 Pioneers Blvd.
(176th & Pioneers Blvd) 5 miles East of Lincoln

When: Saturday 10/13/12

Post-Run Event: Join us for beverages from Empyrean Brewing Company and food from Greta's Gourmet.

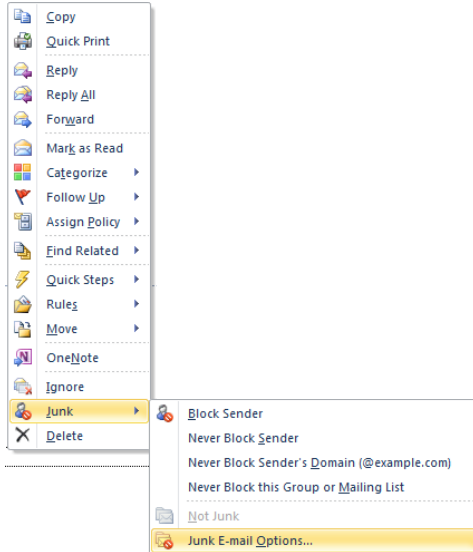
Packet pickup: Oct 11th and 12th (3PM to 6PM) at Top Shelf Beverage Services 1036 "O" St Lincoln, NE 68508 or on site the morning of the run.

Go to John Rockenbach for questions

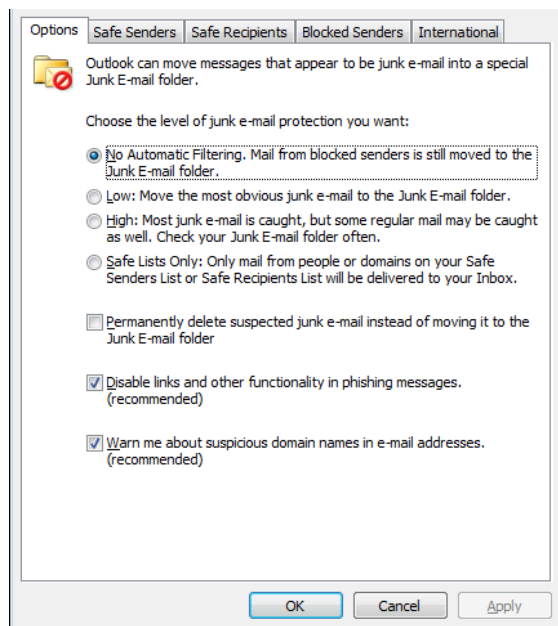


OUTLOOK HOW-TO

If some of your e-mails are getting labeled as Junk, here are some instructions on how to change the Junk E-mail filtering feature of Outlook. The OCIO Exchange Team typically tells users to **NOT** use the Junk E-mail filter of Outlook and to set it to "No Automatic Filtering" since we have IronPort. For new Outlook profiles, the default setting is turned on.



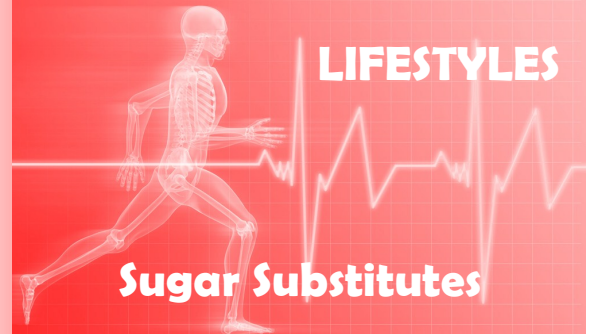
- Right click on any e-mail in your Inbox list and you will get the drop-down list of options shown on the left.
- Click on "Junk" and then "Junk E-mail Options"
- The window below will open and you need to select, "No Automatic Filtering. Mail from blocked senders is still moved to the Junk E-mail folder."
- Hit "OK"



If you choose to keep Junk E-mail filtering in Outlook, please add "@nebraska.gov" as a Safe Sender. This should allow all "@nebraska.gov" e-mails through.

- Go to the "Safe Senders" tab in the "Junk E-mail Options" steps described above
- Hit the "Add" button and type "@nebraska.gov" and "OK", then "OK" to close the window

HEALTHY LIFESTYLES



Sugar Substitutes

Some sugar substitutes are natural and some are synthetic. Those that are not natural are called artificial sweeteners. While artificial sweeteners are approved by the FDA as low-calorie sugar substitutes, they don't have nutritional value. Some studies even suggest that they mess with your metabolism and trigger overeating, causing weight gain. Get the facts before you tear open your next packet...

Saccharin: (Sweet' N Low) Saccharin was the first artificial sweetener. It is much sweeter than sucrose but has a metallic aftertaste and is made from coal tar derivatives. Once blacklisted for generating cancer in rats, the agent was removed from the US National Toxicology Program's Report on Carcinogens in 2000 for failing to show measurable threat to human health. In December of 2010, the EPA said that it is no longer a potential hazard to human health.

Aspartame: (Equal or NutraSweet) It is an ingredient in about 6,000 consumer foods and beverages in the world. It is less suitable for baking than other sweeteners because it breaks down when heated. The FDA insists no link exists between aspartame and brain tumors, but some experts link a possible connection to lymphoma and neurological problems.

Sucralose: (Splenda) While structurally similar to sugar, the formula was originally developed as an insecticide. It's chemically altered with chlorine and other non-food additives to create an unnatural agent 600 times sweeter than sugar. It retains its sweetness after being heated and has twice the shelf life of aspartame.

Stevia: (Truvia) This is a natural sweetener derived from the Stevia plant which has 240 species with sweet leaves in South America, Central America and Mexico.

Still need to add a dash of sweetness? Try fruits, honey, or molasses — they contain calories and other nutrients, but don't contain synthetic compounds. If you choose artificial sweeteners, use in moderation.

Sources: wellnessoptions.nutrisum.com and Wikipedia